

PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 28B.10.029

Cancels:

See Also

PRO-U5346.02B

DISPOSING OF HAZARDOUS ASSETS

Definition:

Hazardous – the item has manufacturer labels warning about chemicals or fire hazards, strange odors or powders present, assets that may be too damaged to move safely, or any other safety concerns. Examples might include laboratory equipment, testing equipment used for dangerous chemicals, or chemicals present in refrigerant equipment.

Action by:

Action:

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| Equipment Inventory | <ol style="list-style-type: none"> 1. In accordance with PRO-U5346.02A Disposing of University Assets, determines asset may be hazardous. 2. Notifies Environmental Health & Safety Department via a Surplus Equipment Form noting hazardous material, and obtains further instructions. |
| Environmental Health & Safety | <ol style="list-style-type: none"> 3. Acknowledges receipt of request of Surplus Equipment Form noting hazardous material to Equipment Inventory. 4. Advises of planned action and directs Equipment Inventory staff on how to proceed. 5. Records date, time and resolution and sends a copy of documentation to Equipment Inventory. |
| Equipment Inventory | <ol style="list-style-type: none"> 6. Notifies department of direction from Environmental Health & Safety. |